

**User Guide**

# Electronic Catch Certification System



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## GETTING STARTED

### HOW TO USE THIS GUIDE

Fish and shellfish harvested on or after January 1, 2010 must have a validated catch certificate before the product is shipped overseas. It applies to all wild caught fish and fish products including rock lobster. There are some products which are exempt from these regulations, these include:

Freshwater fishery products, including

- Salmon
- Eels
- Freshwater crayfish

Aquaculture Products, including

- Oysters
- Mussels
- Scallops

Exemptions are set out in Annex 1 to the IUU Regulation, Regulation EC 1005/2008, and will be revised each year.

The regulation requires a 'Catch Certificate' generated by the flag state of the catching vessel (i.e. the country in which the vessel is registered) to accompany fishery product entering the EU, regardless of the exporting country.

For fish caught by a South African flag vessel or vessel registered in South Africa (such as the charter vessels registered with MCM), Marine and Coastal management is required to provide a Catch Certificate. While there is a model certificate contained in the regulation, South Africa has sought and gained approval for an alternative Catch Certificate.

This approval and an agreement between South Africa and the European commission allow the alternative Catch Certificate to be generated from the Electronic Catch Certification System. This guide describes how to use (as opposed to administer) the web based system created for the South African industry to meet these requirements. The guide covers basic topics such as registering for an account, logging in, changing your company data, and obtaining a catch certificate. As a hosted service, the system has many helpful features that will simplify and expedite the process of obtaining a catch certificate, and you'll want to learn how to use them as well. On the other hand, some useful features may not yet be available and may be considered as part of a future upgrade.

Whilst every effort was made to ensure the system conforms to the requirements of EC regulation 1005/2008, it is not guaranteed that the system can provide for all real life

situations that may arise. Although the commonalities of different scenarios and possible needs of the industry were explored, there may at present be some export procedures that are intrinsically incompatible with the present system. It should also be borne in mind that this document serves as a user manual for the system and not a comprehensive guide to all aspects of EC regulation 1005/2008. For additional information please refer to the guidelines as set out in the *Handbook on the practical application of Council Regulation (EC) No. 1005/2008 of 29 September 2008 establishing a Community system to prevent, deter and eliminate illegal, unreported and unregulated fishing*.

### HOW TO GET ADDITIONAL HELP

If you have a question about the system or your account that you can't find in this guide or if you have a question not covered here or in the FAQ section on the site, or you encounter an issue, please contact:

Chris Bothma

Mail: [chrisbo@ij.co.za](mailto:chrisbo@ij.co.za)

Telephone: 021 402 9716

### BENEFITS OF APPLYING ON-LINE

- Log in from any computer, anywhere apply for your catch certificate, check the status of your application, or collaborate on a document. If you're remote or on your home computer, you can still access the system in your web browser.
- Never lose data, even if your computer crashes or is lost or damaged. All your work is hosted and safely backed up on Afrihost's secure servers instead of on your computer
- There is no requirement for you to queue at the MCM Customer Service Centre to get your catch certificate validated
- Reduced typing errors. The system completes many required fields for you. Experience reveals that such errors may constitute a practical barrier to entry when the goods land in Europe
- Reduces scope for fraud, for example, PDF documents cannot be electronically altered

## ABOUT YOUR DATA

This application is a private site that requires a valid user account to access any information on this site. Information must be gathered to set up your account within the transaction system. General information such as contact names, mailing address, phone numbers, as well as vessel data is required to enable generation of a catch certificate. This information will be used strictly within the domain of the system and no proprietary data will be made available to any other entity without your prior consent.

Additional controls were built into the system to protect sensitive information, for example, when routing an application for a catch certificate to your supplier (catcher), importer data will be hidden from the catcher.

## PREREQUISITES FOR GOING LIVE

### WHAT YOU NEED

To use this service, the following will be required:

- A computer with an internet connection
- An up-to-date web-browser (Internet Explorer, Netscape Navigator, Mozilla Firefox)
- A valid user account; the user profile assigned to the user account will determine the set of transactions you are allowed to execute.
- The certificate is produced in PDF format and always opens in a new window. To be able to read and print the certificate, you need to have Adobe Acrobat Reader installed on your computer. For best results, we recommend Adobe Acrobat Reader version 6 or later. The program is free and can be downloaded from the Adobe website

## GETTING ACCESS TO THE SYSTEM

### 1. REGISTER YOUR COMPANY

Your company must be registered within the system. If you know that your company is already registered advance to section 3 (Logging In) below

1

Identify the main user within your organisation responsible for:

- Registering your company on-line
- Creating additional user accounts for your company
- Maintaining company details as and when required

2

Point your browser to the link <http://www.catchcertificate.co.za>

3

When the page loads you will be presented by the screen below. Select option *Register* from the top of the page

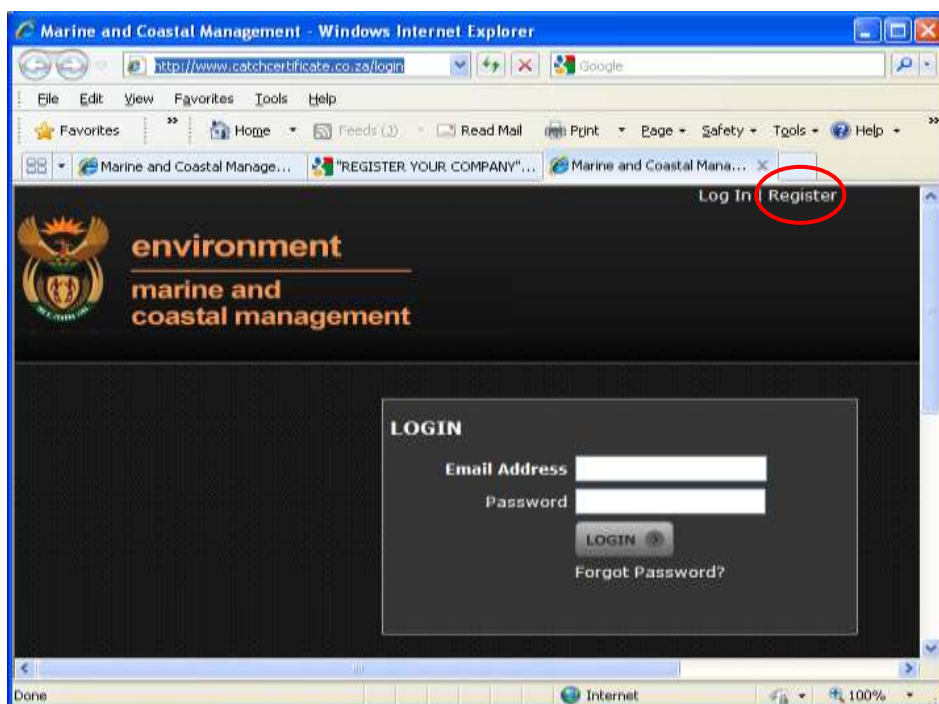


FIGURE 1 – INITIAL SCREEN

4

The New Company registration screen consists of two sections. Note mandatory fields are denoted with the asterisk (\*) character.

1. Applicant data. This section must be completed by or for the user identified in step 1 above. This user will automatically be assigned Administrator rights which will enable him or her to create additional users.
2. Company data including the default company e-mail address (routing address) that will be referenced by the system when sending workflow messages to your company

**CREATE NEW COMPANY**

**Applicant Data:**

First Name: \*  
Surname: \*  
Email: \*  
Password: \*  
Confirm Password: \*  
Telephone:  
Fax:

**Company Details:**

Company Name: \*  
Company Email : \* ( Routing Address )  
Physical Address 1: \*  
Physical Address 2:  
City / Town: \*  
Post Code: \*  
Country: \*  
Telephone:  
Fax:  
Company Type: ☐ Fishing Company ☐ Exporter  
Default Type Of Processing Allowed Onboard Vessels  
  
**SAVE AND CONTINUE**

FIGURE 2 - NEW COMPANY REGISTRATION

Explanation of fields:

Most input fields are self-explanatory, but note the following:

### **Company Email (Routing Address)**

By default system messages (workflow mails) will be sent to this address, for example:

- Notification from MCM when a new vessel you registered is released or rejected



- In the case of fishing companies not handling their own exports, notification from the exporter requesting that you log on and complete the vessel details for fish supplied to the exporter by you

Tip: In the case of catchers (companies registering vessels), enter the e-mail address of the vessel representative most likely to complete applications for catch certificates, alternatively identify the user who is given overall responsibility in managing the process

### Company Type

You must select at least one **or** both check boxes, that is:

- If you own vessels, tick the checkbox **Fishing Company**
- If you are an exporter, tick the checkbox **Exporter**

Important: Exporters who need to forward an application for a catch certificate to another company (catcher) should collaborate with those companies to ensure they too register within the system.

### Default Type of Processing Allowed Onboard Vessels

Enter the default *Type of Processing Authorised* on board the majority of your vessels as described by domestic legislation; that is the purpose for which the vessels are approved, for example: *Heading and Gutting*. Upon creating a certificate, the system will initially populate the application with the default you enter here, but you can override it on a document by document basis. Enter **Not Applicable** if you do not own or represent any vessels

Tip: The type of processing authorised for a vessel can be found on any NRCS (SABS) inspection certificate for that vessel

5

Upon selecting *Save and Continue* you will receive verification of your registration by mail reflecting your user name (e-mail address) and password.

## 2. CREATE YOUR COMPANY USERS

Additional users for your company can be created by the user identified above, for example to create user accounts for your vessel representatives in the case of companies owning fishing vessels. Follow the steps below

- 1 On the main page, select the link at the top of the page named *Manage Users*. Below is the screen you use to start viewing and maintaining user accounts.



- 2 Clicking on the *Add A New User* link above will load the page below – please note mandatory fields are indicated with the asterisk (\*) character:

**ADD A USER**

First Name:\*

Surname:\*

Email:\*

Password:\*

Confirm Password:\*

Telephone:\*

Fax:

Administrator: ☐

SAVE AND CONTINUE

### Explanation of fields:

Most input fields are self-explanatory, but note the following:

**Checkbox Administrator:** Only users with administrator rights will be able to maintain user accounts, update your company details or maintain vessel licenses. Leave

unchecked for users that will only be generating or completing applications for catch certificates.

3

Clicking on the **SAVE AND CONTINUE** button will create the user account. The new user will be notified of his login details by e-mail. To abort the transaction, click your browser's back button.

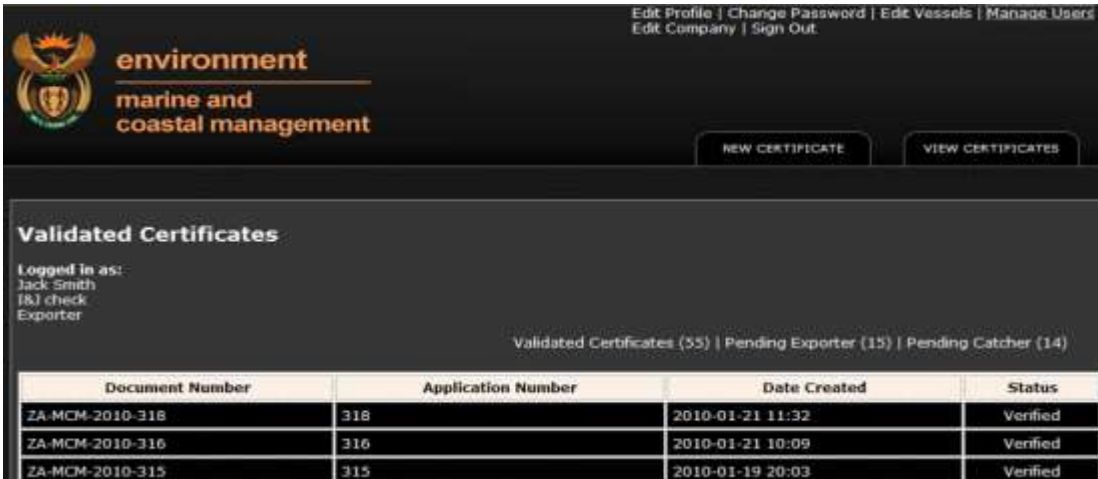
Important: Do not create additional users by selecting the **Register** link. This link is used to register your company. To add more users for your company, you must use the link **Manage Users**

Tip: It is strongly recommended that these users immediately log on to the system and change their passwords. This will increase security as well as allow users to select a password they will remember

### 3. LOGGING IN

Before you can add or edit content, you need to log in. If you haven't already done so, request that the main user (administrator) identified by your company registers you on the system (refer section 2 above – Create your company users). Then on the main page of the site look for a "User login" form (Figure 1 above). This will typically be in the centre of the page. Enter your e-mail address and password and hit "Log In".

When the new page loads it will include a new block with your name and company name at the top. Below is the screen you use to start viewing and editing content.



environment  
marine and  
coastal management

Edit Profile | Change Password | Edit Vessels | Manage Users |  
Edit Company | Sign Out

NEW CERTIFICATE VIEW CERTIFICATES

**Validated Certificates**

Logged in as:  
Jack Smith  
I&J check  
Exporter

Validated Certificates (55) | Pending Exporter (15) | Pending Catcher (14)

Document Number	Application Number	Date Created	Status
ZA-MCM-2010-318	318	2010-01-21 11:32	Verified
ZA-MCM-2010-316	316	2010-01-21 10:09	Verified
ZA-MCM-2010-315	315	2010-01-19 20:03	Verified

FIGURE 3 - MAIN PAGE

## MANAGING YOUR VESSELS

Fishing companies/vessel owners must ensure that they also register their vessels in the system. Exporters not owning their own vessels should collaborate with vessel owners supplying the fish they export to ensure these owners have in fact registered their vessels on the system.

### 1. REGISTERING A NEW VESSEL

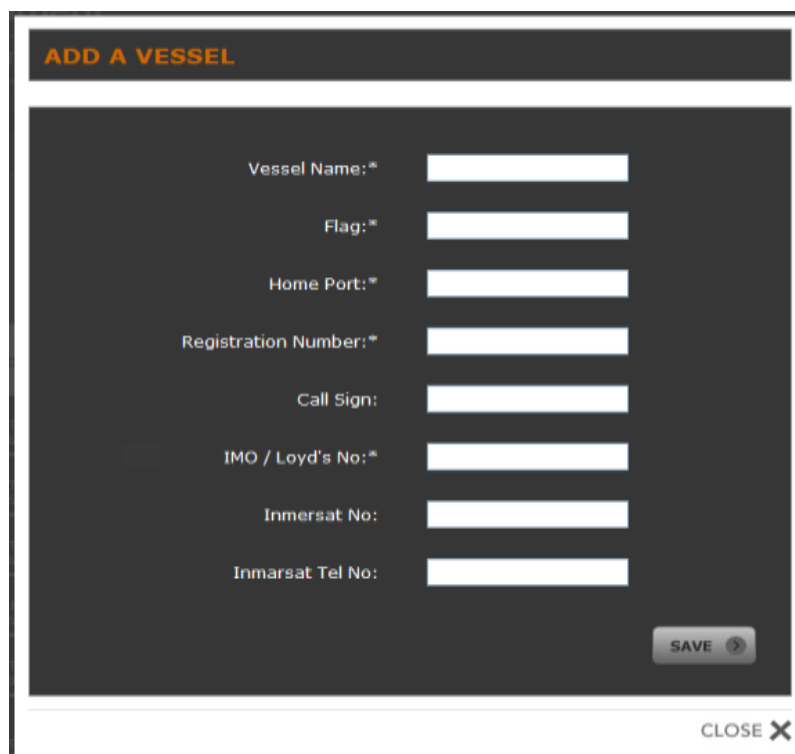
- 1 Select the link *Edit Vessels* at the top of the page. This will display a list of your vessels already registered within the system.



Name	Flag / HomePort / Reg.No	Call Sign	IMO/Loyd's No	Inmarsat No / Tel	Manage Licensing	Released?	Action
Bluebell	ZAR Cape Town 50976	ZRCX	9147569	5064584 1654499	Licences	No	Edit
Boronia	ZAR Cape Town 50976	ZRCP	9147569	5234535 2452333	Licences	Yes	Edit

FIGURE 4 - MAINTAIN VESSEL LIST

- 2 Selecting the link *Add A New Vessel* above will show the popup screen below, mandatory fields are marked with the asterisk (\*) character:



### ADD A VESSEL

Vessel Name: \*

Flag: \*

Home Port: \*

Registration Number: \*

Call Sign:

IMO / Loyd's No: \*

Inmarsat No:

Inmarsat Tel No:

SAVE

CLOSE X



Complete the fields above and click the **SAVE** button to save your input, or the **CLOSE** button to discard your changes.

The following are mandatory fields:

- **Vessel Name** – Unique vessel name
- **Vessel registration number** - The official number as it appears on the vessel registration form, and not the MCM area number
- **Home Port** - the port that is in the vessel register as the home port of the ship
- **Vessel License Number** – Current license number (please note not the fishing permit number)
- **Valid To** – Expiration date of above vessel license

Where available, please list the following optional information:

- **IMO (Lloyd's Number)** - If the fishing vessel has an IMO number it must be included in the certificate. The IMO number is an identification number assigned by the International Maritime Organisation made up of the three letters "IMO" followed by a space and an unique, seven-digit number: please enter last 7 digits
- **Inmarsat Number** - nine character maximum – where available
- **Vessel's Inmarsat Phone Number** – where available (usually the numeric part of the Inmarsat e-mail address)
- **Call Sign** - Main radio call sign assigned to the vessel – we have made this item optional to address some unique circumstances but it should be treated as compulsory where applicable saving the above-mentioned special circumstances

## 2. EDITING VESSEL DATA

Seldom will it be required to change your existing vessel details already in the system, except for updating the vessel license data. Select menu option **Vessel List**. This will display a list of all your vessels. In the first **Action** column select option **Edit** next to the vessel whose details you want to change. Refer to step 3 above on completing the required fields.

## 3. DELETING A VESSEL

To delete a vessel, in the second **Action** column (refer Figure 4 above – *Maintain Vessel List*), select the hyperlink **Delete** next to the vessel you want to delete. Important: If no **Delete** link appears, this vessel already has catch certificates against it and can therefore no longer be deleted.

#### 4. UPDATING VESSEL LICENSE DETAILS

1

Select the link *Edit Vessels* at the top of the main page to display your vessels

**Vessel List** Add A New Vessel

Name	Flag / HomePort / Reg.No	Call Sign	IMO/Loyd's No	Inmarsat No / Tel	Manage Licensing	Released?	Action	
BlueBell	ZAR Cape Town 50976	ZRCX	9147569	9064584 1654499	Licences	No	Edit	
Boronia	ZAR Cape Town 50976	ZRGP	9147569	9234535 2452333	Licence	Yes	Edit	

2

Selecting the link *Licences* in the column *Manage Licensing* next to the vessel whose license data you want to update will display a list of licenses for that vessel:

**Vessel >> Licences List** Add A New Licence

Vessel Name: BlueBell

Licence Number	Valid From	Valid To	Action
236235	2010-01-01	2010-12-31	Edit
231234	2009-01-01	2009-12-31	Edit

3

To add a new license for this vessel, click the hyperlink *Add A New License*, to change an existing license, select the link *Edit* next to the license you want to change. Enter the details then select *SAVE* to save your changes, *CLOSE* to discard your changes.

**ADD A LICENCE FOR VESSEL: BLUEBELL**

Licence Number:\*

Valid From:\* Day:  Month:  Year:

Valid To:\* Day:  Month:  Year:

## 5. ENABLING A VESSEL FOR INCLUSION ON CATCH CERTIFICATES

Any new vessel added to the system, or any changes made to a vessel, or any changes made to that vessel's license data will lock that vessel. For you to be able to use this vessel, the vessel must be released by the validating authority.

**TIP:** When adding a new vessel, enter the vessel's license data immediately thereafter. This will require DAFF to release the vessel once only and will speed up the process.

## 6. TRANSFERRING A VESSEL

A change in vessel ownership presents the following challenges:

1. The previous owner may sell fish landed by this vessel only after the vessel was sold.
2. The new owner may or may not change the vessel name; however, vessel names must be unique within the system.

Steps:

1

Previous owner selects the link *Edit Vessels* at the top of the main page to display his list of vessels

2

Click on the link *Edit* in column *Action* next the vessel being transferred



**Vessel List** Add A New Vessel

Name	Flag / HomePort / Reg.No	Call Sign	IMO/Loyd's No	Inmarsat No / Tel	Manage Licensing	Released	Action
Bluebell	ZAR Cape Town 50976	ZRCX	9147569	5064584 1654499	Licences	No	Edit
Boronia	ZAR Cape Town 50976	ZRCP	9147569	5234535 2452333	Licences	Yes	Edit
	ZAR						

The screenshot shows a web browser window displaying the 'Vessel List' page. A red arrow points to the 'Edit' link in the 'Action' column for the vessel 'Bluebell'. The 'Released' column shows 'No' for 'Bluebell' and 'Yes' for 'Boronia'.

3

On the popup screen (below), tick the checkbox *Sold/Scrapped* and select the *SAVE* button to save your changes. Note the following:

- You will not be able to add any new licenses against this vessel
- The system will add the phrase “(Sold)” to the vessel name e.g. from *Titanic* to *Titanic (Sold)* to allow the new owner to create a new vessel with the same name.
- The vessel will still be available for inclusion on a catch certificate (subject to the catch period covered by an existing vessel license). The suffix “(Sold)” will be trimmed out upon certificate generation.



4

The new owner creates a new vessel and enters his new vessel license data. The vessel becomes available to the new owner upon release by DAFF

### APPLYING FOR A CATCH CERTIFICATE

#### CONSIDERATIONS BEFORE APPLYING

One thing to bear in mind is that **section 8 – Exporter Declaration** will contain the details linked to the user logging on and **initiating** the catch certificate. In other words, the name



and address of the company linked to the user who initiates the application will be used by the system to populate this section.

8. EXPORTER DECLARATION			
Name and Address	Signature	Date	Seal (Stamp)
9. FLAG STATE AUTHORITY VALIDATION			
This certificate is issued and validated electronically in accordance with the catch certification scheme for fishery products exported from the Republic of South Africa to the European Community under Articles 12(4) and 20(4) of			

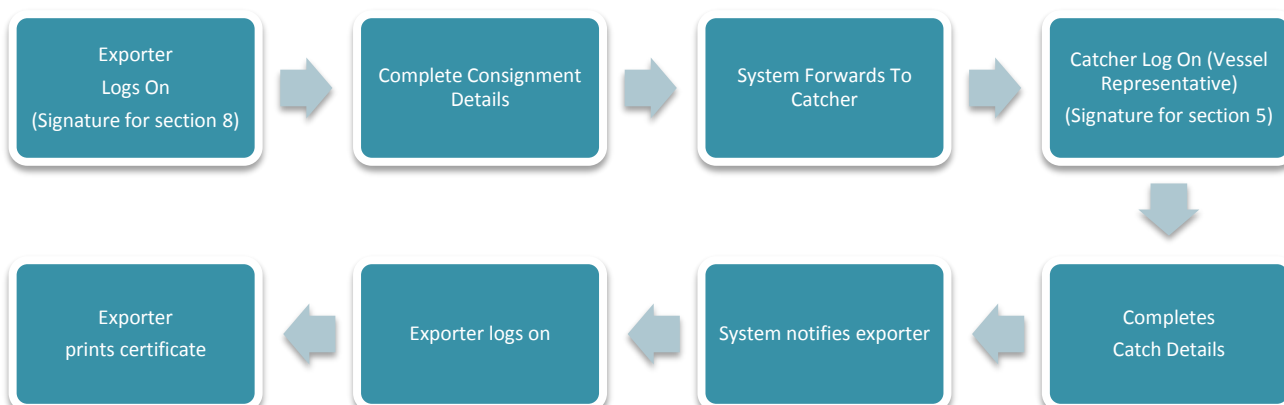
Figure 5 – Column Seal (Stamp) will not be populated by the system – Exporter can optionally apply his seal or stamp once printed

**To illustrate:**

Company A, a local fishing company, lands fish and sells this to company B (another local fishing company/exporter or just an exporter). Company B process this fish and exports some of it to the EU.

Company B must initiate the application. Once company B enters his data, one of Company A's authorised vessel master representatives retrieves the incomplete application and completes his data input, for example the vessels and catch periods involved in the transaction.

The certificate will reflect the following user names as signatures. Section 8 – Exporter Declaration will display the user name of Company B's authorised user, section 5 will display the user name of Company A's representative of the vessel(s).

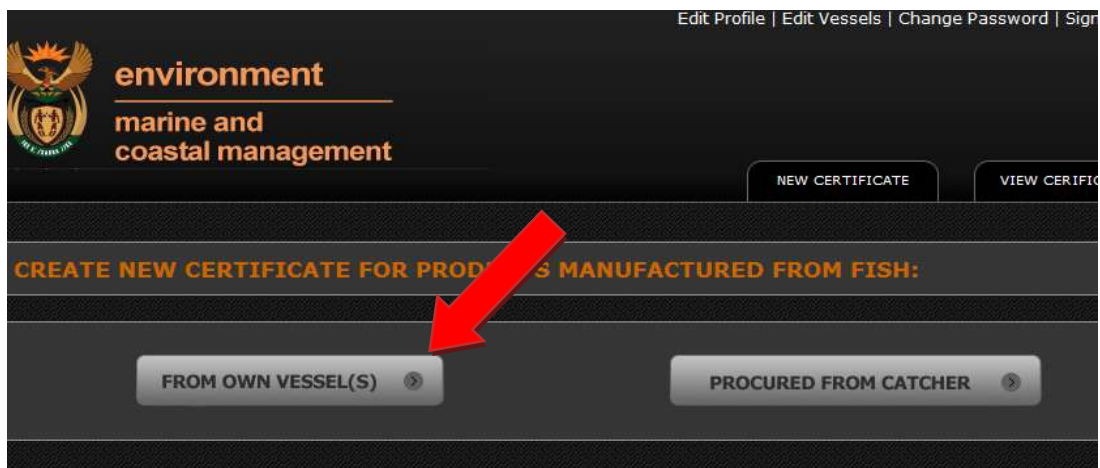


### YOUR APPLICATION – STEP BY STEP

There are two paths to generate a catch certificate, namely one for applicants who are exporting their own catches, and another for candidates who export products procured from other local fishing companies. Thus you need to select the option that is appropriate for your situation. This is important, as the requirements for certification are dependent on the path you choose. Your certification may have at least one, and possibly several prerequisites, for example - for an exporter initiating an application for a catch certificate and then routing it to another fishing company for completion, the fishing company (supplier) must be registered on the system and must have entered a valid routing address (email address).

#### 1. CREATE NEW CERTIFICATE FOR PRODUCT LANDED BY OWN VESSELS

- 1 Select option *New Certificate*, then select the option *From Own Vessels*.



- 2 You are taken to an empty list of products (screen below). Proceed with adding the products being exported. To add a new product, select either the button *Add Product* or the link *Add Products*

3

The popup screen below will appear for every new product you add to the certificate. Fill in the product details for all the product items being exported. Note mandatory fields are denoted by the asterisk (\*) character.

Supply the following product data:

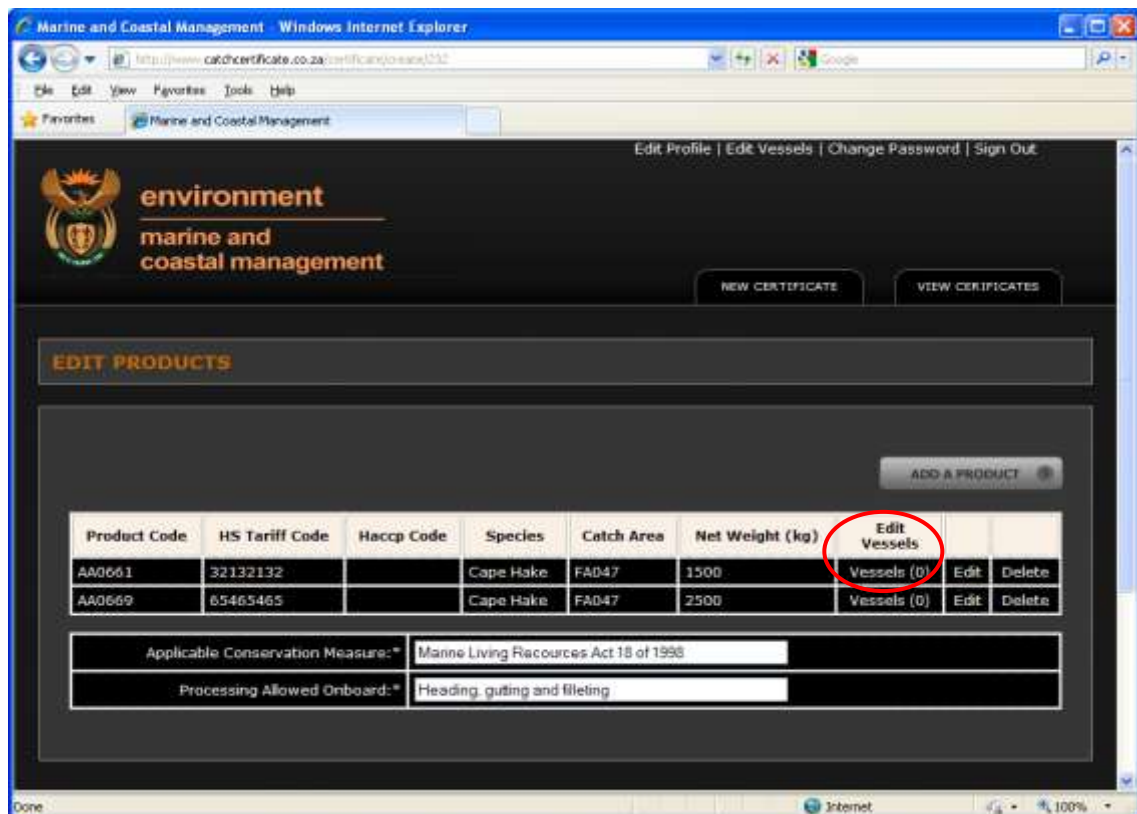
- I. **Product Code (Optional)** - Your own product code, normally the code of the finished product being exported

Field Catch Area defaults to FA047, overtype if product was landed in a different area

- II. **HS Tariff Code** - the national customs code based upon Harmonised Commodity Description and Coding System (HS) of the World Customs Organisation. *Refer also Appendix 1 or sections 5.16 and 5.2 of the Handbook on the practical application of Council Regulation (EC) No. 1005/2008*
- III. **HACCP Code (Optional)** - Some companies indicated that they would like to record this data when available, optional as it was not requested as such by the EU
- IV. **Species** - The product is described by using the species name. Either enter the scientific name (family name) or the description you use in other trade documentation, for example *Cape Hake* or *Merluccius Species*
- V. **Net Weight** - As verified weight at landing is not applicable to a system whereby catch certificates are generated on a consignment basis, enter the net weight of the exported product in kilograms.

4

For each product entered indicate which vessels landed the fish used to produce this product by selecting the link in the *Edit Vessels* column. The value in brackets indicates the number of vessels currently assigned to a product item



5

Selecting the link [Vessels\(0\)](#) above will take you to the screen below, in this example no vessels have yet been assigned to product code AA0661. Start listing the vessels by selecting the button or link [ADD VESSELS](#), repeat for all vessels involved in supplying fish used to produce this product item.

6

Indicate the vessel or vessels involved in landing the fish used to produce the product above by clicking on the [Add Vessel](#) button above. The following dialog box will appear:

Select the vessel, the start and end date during which the fish was caught. Repeat step 6 for each vessel used in landing the fish used to produce the product item in the consignment. Note that if you enter a future date, the entry will not be accepted and you will see the warning text **"To Date" is set in the future** on the screen above point 6

Tip: You do not need to record the catch date range for each trip if multiple trips – just the first and last date across the range of individual trips

Please note: There is no expectation that you are able to identify the exact vessel or vessels that supplied product to a specific carton. But you need to be able to identify the group of vessels that supplied the product item in a consignment.

Important Note:

In the example below, the message Invalid catch dates is printed below the catch period *From Date*, normally due to the catch period entered not fully covered by a valid vessel license. You will not be able to add another vessel and catch period or see the *SAVE AND CONTINUE* button before the incorrect entry is corrected, either by clicking the *Edit* button to change, or the *Delete* button to remove the invalid entry

EDIT PRODUCTS >> EDIT VESSELS

Product Code	HS Tariff Code	Haccp Code	Specie	Catch Area	Net Weight (kg)
	031564		Paradoxus	FA047	12000

ADD VESSELS

Vessel Name	From Date	To Date		
Freesia	2011-01-01 Invalid catch dates	2011-01-15	Edit	Delete

7

Select the *SAVE AND CONTINUE* button below the vessel or vessels entered above to return to the screen below.

**EDIT PRODUCTS**

ADD A PRODUCT >

Product Code	HS Tariff Code	Haccp Code	Species	Catch Area	Net Weight (kg)	Edit Vessels		
<b>a</b>	031564		Paradoxus	FA047	12000	<b>b</b> Vessels (1)	Edit	Delete

**CONSERVATION AND PROCESSING DETAILS [EDIT]**

Applicable Conservation Measures:*	Marine Living Resources Act 18 of 1998
Processing Allowed Onboard:*	Not Applicable
<b>c</b> Export Permit:*	<b>8</b> A permit number is required

Important Note:

On the page above the **SAVE AND CONTINUE** button (below and to the right of the field **Export Permit**, will only be visible if:

- At least one product is listed
- Each product listed has at least one vessel and catch period listed against that product (number of vessels landing that product is indicated in brackets)
- The Export Permit** number field is completed

**8** Click the **EDIT** part of the link **CONSERVATION AND PROCESSING DETAILS [EDIT]** link to enter your Export Permit number.

**9** Complete field **Applicable Conservation Measures**. Section 4 of the catch certificate (*References of applicable conservation and management measures*) refers to the conservation and management measures related to the species for which the catch certificate is issued, which the flag State concerned has adopted.

This field will default to **Marine Living Resources Act 108 of 1998**. If needed, you can overwrite this on a document by document basis. A brief description of the measures should be given (e.g. subject to fishing license, quota, restricted fishing gear, etc)

**10** Enter **Type of Processing Authorised on board** the vessels as described by domestic legislation; that is the purpose for which the vessel is approved, for

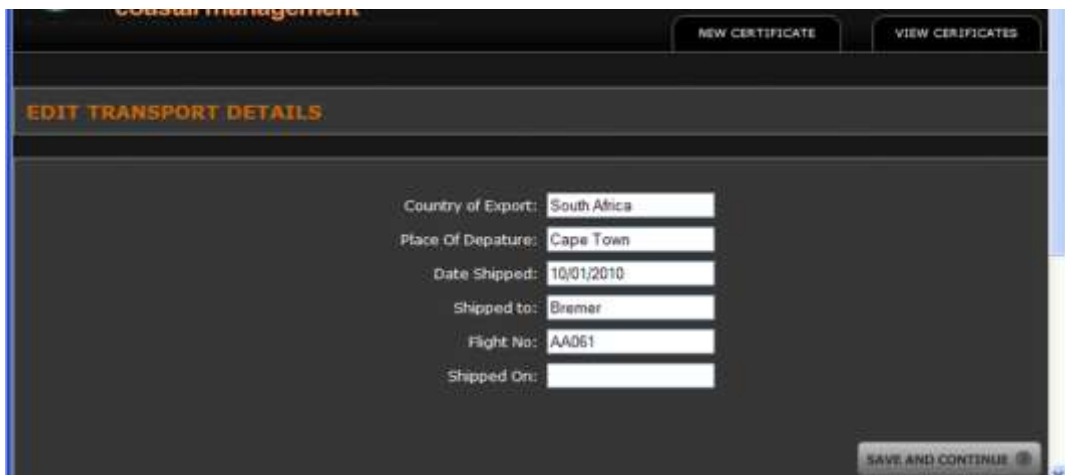
This field defaults to the value entered into the system when your company details were captured into the system. The default setting can be changed by updating your company details.

example: *Heading and Gutting*. If required, multiple types could be entered as follows: *Heading and Gutting/ Heading, Gutting and Filleting*

Tip: The type of processing authorised for a vessel can be found on any NRCS (SABS) inspection certificate for that vessel

9

Once all products are captured, and you have assigned each product item to at least one vessel, select the button *Save and Continue*. This will take you to the screen below where you can enter the transport details



The screenshot shows a web application interface for editing transport details. At the top, there are two buttons: 'NEW CERTIFICATE' and 'VIEW CERTIFICATES'. Below them is a header 'EDIT TRANSPORT DETAILS'. The main form contains several input fields with pre-filled values: 'Country of Export' is 'South Africa', 'Place Of Departure' is 'Cape Town', 'Date Shipped' is '10/01/2010', 'Shipped to' is 'Bremer', 'Flight No' is 'AA061', and 'Shipped On' is an empty field. A 'SAVE AND CONTINUE' button is located at the bottom right of the form.

Complete the following fields:

- **Country of Exportation** – defaults to South Africa
- **Place of Departure** – Usually Port or Airport city
- **Date Shipped** – or to be shipped
- **Shipped On** – Either enter the name of transporting vessel if by sea, or
- **Flight No** – Flight number if exported by air
- **Shipped To** – EU port of arrival

10

Selecting the *SAVE AND CONTINUE* button will load the screen below where you can enter the container or waybill number as well as seal numbers. If required you can enter multiple or seal numbers. Select the button *Add Details* or the link *Add New* to add a waybill number or container number or numbers, as well as container seal numbers (seal numbers are optional).



Marine and Coastal Management - Windows Internet Explorer

http://www.catchcertificate.co.za/transport/containers/144/234

environment  
marine and coastal management

Edit Profile | Edit Vessels | Change Password | Sign Out

NEW CERTIFICATE VIEW CERTIFICATES

EDIT CONTAINER / WAYBILL DETAILS

Country of Export: South Africa  
Place Of Departure: Cape Town  
Date Shipped: 0000-00-00

Shipped to: Bremer  
Flight No: AA061  
Shipped On:

ADD DETAILS

Container / Waybill No.	Seal Number
( Add New )	

SAVE AND CONTINUE

http://www.catchcertificate.co.za/transport/edit\_transport/144/234

Note: To enable a user to partly complete the details for further completion at a later time, some of the above fields were made optional. However, this information is required and should be completed where available.

ADD CONTAINER DETAILS

Container / Waybill No.

Seal Number

SAVE

CLOSE X

Tip: You can repeat the same waybill number for each seal number you enter, you can also type in both the container and waybill number separated by a forward slash, e.g. C123654/WB65465 – See example input below (next image)

11

You are taken back to the *EDIT CONTAINER/WAYBILL DETAILS* screen, but an additional button *SUBMIT FOR VALIDATION* is now visible. Note in the example below that the same waybill and container number was entered next to two different seal numbers.

**EDIT CONTAINER / WAYBILL DETAILS**

Country of Export: South Africa  
Place Of Depature: Cape Town  
Date Shipped: 2010-01-30

Shipped to: Bremer, Germany  
Flight No: SAA456  
Shipped On: N/A

ADD DETAILS

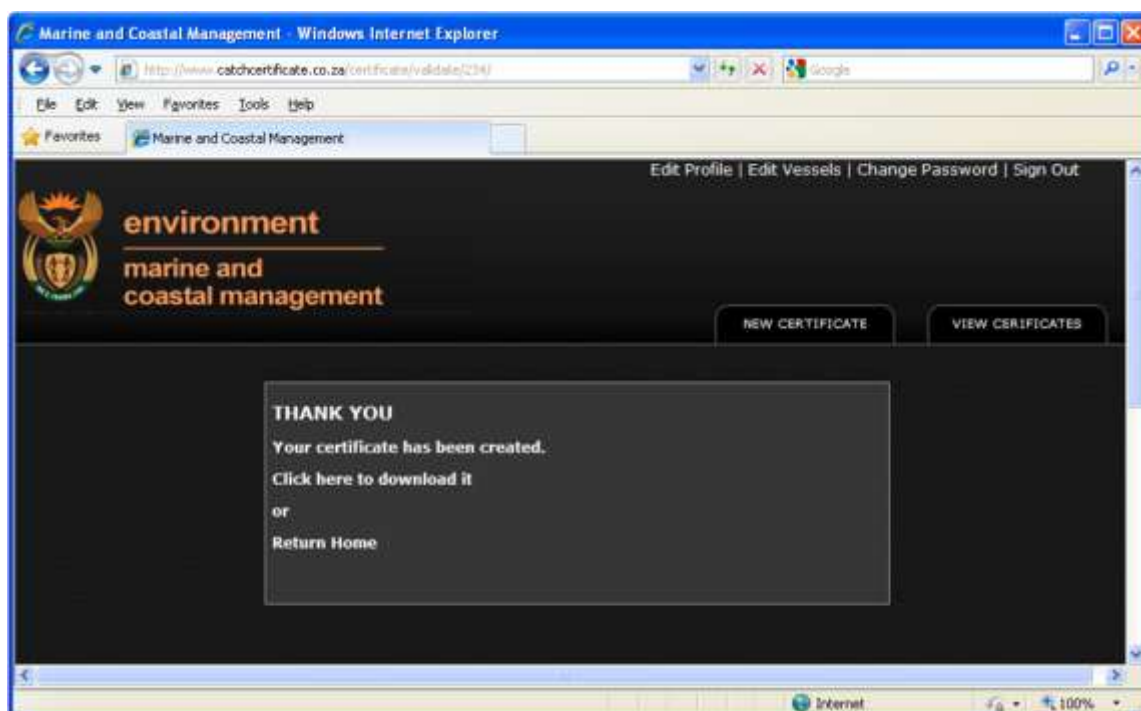
Container / Waybill No.	Seal Number	Edit	Delete
CN 12345/WB 12345	888888	Edit	Delete
CN 12345/WB 12345	999999	Edit	Delete

SAVE AND CONTINUE

SUBMIT FOR VALIDATION

12

Selecting the button *SUBMIT FOR VALIDATION* above will load the screen below if system validation of your data is successful. Select the link *Click here to download it*. Your generated catch certificate will appear as a PDF document in a new window. You can now select to print and/or e-mail the document. To print at a later stage, select the link Return Home or Sign Out to log of. Refer section *Editing your incomplete application* on how to reactivate and print a saved application



## 2. CREATE NEW CERTIFICATE FOR PROCURED PRODUCTS (FROM RSA VESSELS)

If you are exporting products manufactured from fish landed by another company's vessels, you will require a catch certificate signed by this company. The system provides for this scenario by routing your application to the company involved for further completion of the document

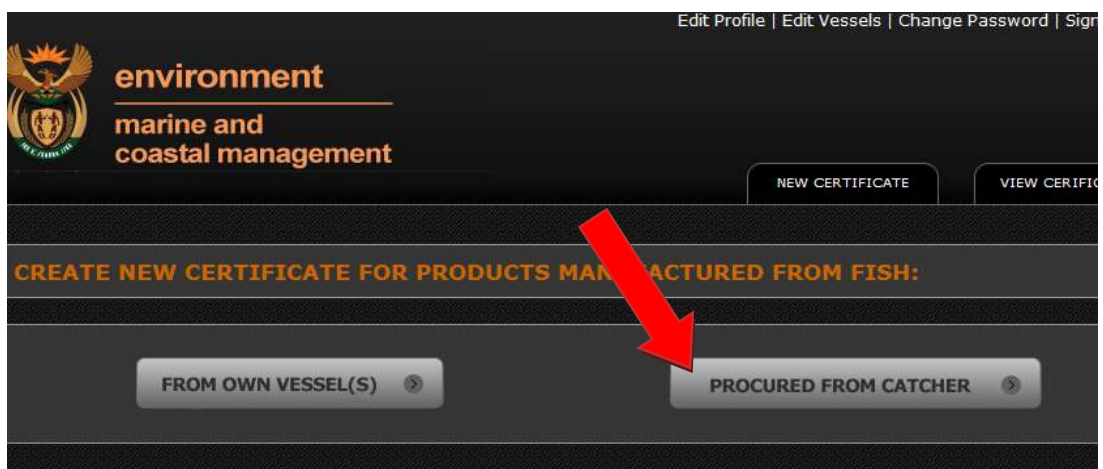
Note: For mixed consignments consisting of products produced from own landed fish as well as procured from a third party, you will need to complete two applications, one following the steps above, and another following the steps below. Thus the consignment will be accompanied by two catch certificates.

### **Important:**

Steps 1 to 7 is for the exporter's use

**1**

Select option *Create New Certificate*, and then select the option *PROCURED FROM CATCHER*.



2

Select the name of the catcher that landed the fish used for the products you are exporting. The field *Routing Address* will default to the mail address entered by the catcher when he registered his company on the system. You can overwrite this with another recipient representing the catcher, for example with the vessel representative you normally communicate with.

This field will default to **Marine Living Resources Act 108 of 1998**. If needed, you can overwrite this on a document by document basis. A brief description of the measures should be given (e.g. subject to fishing license, quota, restricted fishing gear)

3

Complete field *Applicable Conservation Measures*. Section 4 of the catch certificate (*References of applicable conservation and management measures*) refers to the conservation and management measures related to the species for which the catch certificate is issued, which the flag State concerned has adopted.

4

Enter any additional information you would like to communicate to the catcher in the field *Message For Supplier* (optional). Clicking on *SAVE AND CONTINUE* will load the screen below displaying an empty list of products.

5

Proceed with entering the product items you are exporting. For each product in your consignment, click the button *ADD A PRODUCT* or the link *(Add Products)*.

6

On the dialog screen below enter the following data:

**ADD A PRODUCT**

Product Code: AA0661

HS Tariff Code\*: 123456(2)

Haccp Code:

Species: Cape Hake

Reference Doc No.: Del Note 13564

Net Weight (kg): 1500

SAVE

CLOSE X

- I. **Product Code (Optional)** - Your own product code, normally the code of the finished product being exported
- II. **HS Tariff Code** - the national customs code based upon Harmonised Commodity Description and Coding System (HS) of the World Customs Organisation. *Refer also Appendix 1 as well as section 5.16 and 5.2 of the Handbook on the practical application of Council Regulation (EC) No. 1005/2008*
- III. **HACCP Code (Optional)** - Some companies indicated that they would like to record this data when available, optional as it was not requested as such by the EU
- IV. **Species** - The product is described by using the species name. Either enter the scientific name (family name) or the description you use in other trade documentation, for example *Cape Hake* or *Merluccius Species*
- V. **Net Weight** - As verified weight at landing is not applicable to a system whereby catch certificates are generated on a consignment basis, enter the net weight of the exported product in kilograms.
- VI. **Reference Document Number** - supply the catcher with the most appropriate reference data e.g. purchase order, delivery note no etc. This will assist the supplier (catcher) to determine the vessels and catch dates involved.

7

Select **SAVE** to add this product to your consignment, or select **CLOSE** to discard the current input. Below is the list of products again, visible now is the **SAVE AND CONTINUE** button, also note the reference document data that will be visible to the catcher to assist him in identifying the vessels involved.

Product Code	HS Tarrif Code	Haccp Code	Species	Net Weight (kg)	Reference Doc. No.	Edit	Delete
AA0661	123456(2)		Cape Hake	1500	Del Note 13564	Edit	Delete
AB0669	123456(2)		Cape Hake	2500	Del Note 13587	Edit	Delete

Selecting **SAVE AND CONTINUE** will store the data and send a workflow e-mail to the catcher (supplier) selected by you using the e-mail address in step 2 above.

Thank you!  
The Catcher has been notified.  
[Home](#)

If you select **VIEW CERTIFICATES** and then the link **Pending Catcher**, you will notice the new application you have just created. This entry will remain listed here until the catcher returns the application to you, at which time the application will move to the **Pending Exporter** (your company) tab.

**Pending Catchers**

Logged in as:  
Jack Smith  
183  
Exporter

Validated Certificates (49) | Pending Exporter (15) | **Pending Catcher (5)**

Document Number	Application Number	Date Created	Status	Action
****-****-****-****	270	2010-01-12 14:58	Pending Catcher	Edit Delete
****-****-****-****	249	2010-01-11 14:00	Pending Catcher	Edit Delete

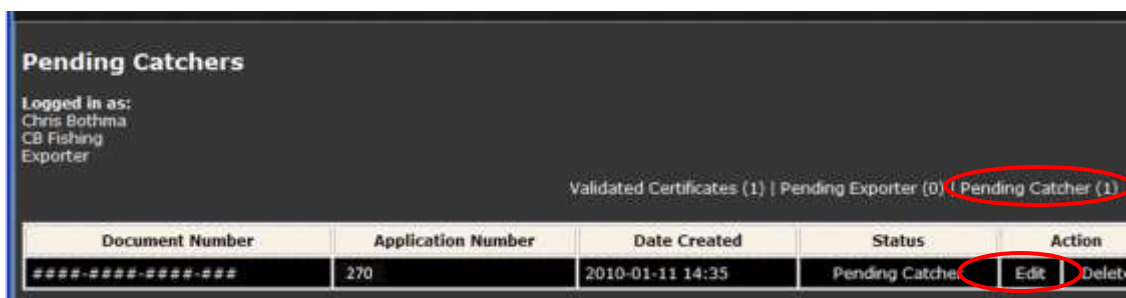
Note, the certificate will be allocated a Document Number only once validated by the system, at which time the application will move to the **Validated Certificates** tab.

### **Important:**

Steps 8 to 14 is for the catcher's use

8

Upon receipt of notification of a pending catch certificate, an authorised user (representative of the master of the vessel) logs on and displays the list of pending certificates for his company (link [Pending Catcher](#)).



9

Activate the required application for a catch certificate (created by the explorer in steps 1 to 8 above) by clicking on the [Edit](#) link. The relevant application number will appear above the message from the exporter (field [Supplier Notes](#)), as well as the products the exporter are exporting. Optionally the exporter may have provided you with a reference document number, for example your delivery note number, or the exporter's purchase order number etc

10

For each line entered by the exporter, indicate which vessels landed the fish delivered to the exporter, as well as the date range in which the fish was caught. For each product listed, click the hyperlink [Edit Vessels\(n\)](#) to process catch data for this product. You will not be able to return the application to the exporter unless at least one vessel is assigned to each product line (column [Action](#)).

Certificates >> Product

Exporter Name: 183

Supplier Notes :

Please complete vessel details for fish received from you on delivery notes listed below (Reference Document)

**PLEASE EDIT YOUR PRODUCTS**

Product Code	HS Tarrif Code	Catch Area	Reference Doc. No.	Action
AA0661	123456(2)	FAO47 [Edit]	Del Note 123	<a href="#">Edit Vessels ( 0 )</a>
AB0669	123456(2)	FAO47 [Edit]	Del Note 145	<a href="#">Edit Vessels ( 0 )</a>

Note number of vessels assigned to each product item appears in brackets, e.g. [Vessels\(0\)](#) indicates that no vessels have yet been assigned to that product line.



11

Selecting the hyperlink *Edit Vessels* above will take you to the screen below, showing the product line you selected (entered by the exporter) and the vessels you assigned to this line:

Product Code	HS Tarrif Code	Haccp Code	Species	Catch Area	Net Weight (kg)
AA0661	123456(2)		Cape Hake	FAO47	1500

**ADD VESSELS**

Vessel Name	From Date	To Date
( Add Vessels )		

**SAVE AND CONTINUE**

12

Select the *ADD VESSELS* button above to start entering the vessels and catch dates. Repeat this step for each vessel involved in catching the fish used to produce the product item above

**ADD A VESSEL**

Vessel Name:

From Date:

To Date:

**SAVE**

**CLOSE X**

Then click on the *SAVE AND CONTINUE* button (see step 11) to return to the list of products entered by the exporter

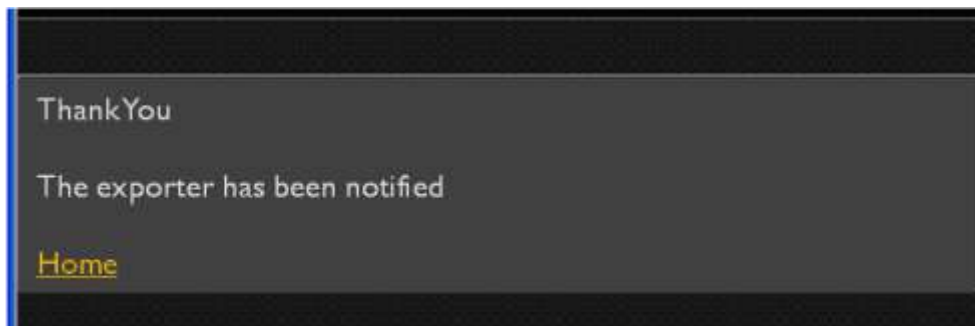


13

Repeat steps 11 and 12 for each product entered by the exporter until each line is assigned to at least one vessel, that is, no line shows zero vessels in column *Action*

14

Select button *RETURN TO EXPORTER* when all products are assigned to a vessel or vessels.



**Important:**

Steps 15 to 21 is again for the exporter's use

15

Upon receipt of notification of a completed catch certificate from the supplier (catcher), an authorised user logs on and displays the list of pending certificates for his or her company (tab *Pending Exporters*).

The screenshot shows a web interface titled "Pending Exporters". It indicates the user is logged in as "Jack Smith (8) Exporter". There are navigation links: "Validated Certificates (49) | Pending Exporter (15) | Pending Catcher (8)". Below is a table with columns: Document Number, Application Number, Date Created, Status, and Action.

Document Number	Application Number	Date Created	Status	Action
****-****-****-****	275	2010-01-12 16:42	Pending Exporter	Edit Delete
****-****-****-****	258	2010-01-11 17:25	Pending Exporter	Edit Delete

16

Activate the returned application (completed and returned by the supplier/catcher in step 14 above) by clicking the *Edit* button in the *Action* column above.

17

Complete the transport details by clicking the *TRANSPORT DETAILS [EDIT]* link

The screenshot shows a web browser window with the URL <http://catchcertification.co.za/catchcertification2790>. The page title is "Marine and Coastal Management". The main header features the "environment" logo and the text "marine and coastal management". There are two buttons: "NEW CERTIFICATE" and "VIEW CERTIFICATES".

The main content area is titled "CERTIFICATE DETAILS". It contains two sections:

**PRODUCTS [EDIT]**

Product Code	HS Tariff Code	Haccp Code	Species	Verified net Weight (kg)									
AA0001	123456(2)		Cape Hake	1500									
<table border="1"> <thead> <tr> <th>Vessel Name</th> <th>Flag</th> <th>IMO</th> </tr> </thead> <tbody> <tr> <td>Davies</td> <td>FSB</td> <td>9876</td> </tr> <tr> <td>Davies</td> <td>FSB</td> <td>9876</td> </tr> </tbody> </table>					Vessel Name	Flag	IMO	Davies	FSB	9876	Davies	FSB	9876
Vessel Name	Flag	IMO											
Davies	FSB	9876											
Davies	FSB	9876											
AA0001	123456(2)		Cape Hake	2500									
<table border="1"> <thead> <tr> <th>Vessel Name</th> <th>Flag</th> <th>IMO</th> </tr> </thead> <tbody> <tr> <td>Davies</td> <td>FSB</td> <td>9876</td> </tr> </tbody> </table>					Vessel Name	Flag	IMO	Davies	FSB	9876			
Vessel Name	Flag	IMO											
Davies	FSB	9876											

**TRANSPORT DETAILS [EDIT]**

Country of Export:  Shipped to:   
 Place Of Departure:  Shipped On:   
 Date Shipped:  Flight No:   
 Container / Waybill No:  Seal Number:

At the bottom right of the transport details section is a button labeled "SUBMIT FOR VALIDATION".

18

On the screen below complete the following fields:

The screenshot shows the "EDIT TRANSPORT DETAILS" screen. It contains the following fields:

Country of Export:   
 Place Of Departure:   
 Date Shipped:   
 Shipped to:   
 Flight No:   
 Shipped On:

At the bottom right is a button labeled "SAVE AND CONTINUE".

- **Country of Exportation** – defaults to South Africa
- **Place of Departure** – Usually Port or Airport city
- **Date Shipped** – or to be shipped
- **Shipped On** – Either name of transporting vessel if by sea, or
- **Flight No** – Flight number if exported by air
- **Shipped To** – EU port of arrival

19

Selecting the **SAVE AND CONTINUE** button above will load the screen below where you can enter the container or waybill number as well as seal numbers. If required

you can enter multiple or seal numbers. Select the button **Add Details** or the link **Add New** to add a waybill number or container number or numbers, as well as container seal numbers (seal numbers are optional).

Marine and Coastal Management - Windows Internet Explorer

http://www.catchcertificate.co.za/transport/container/144/0204

environment  
marine and coastal management

NEW CERTIFICATE VIEW CERTIFICATES

EDIT CONTAINER / WAYBILL DETAILS

Country of Export: South Africa  
Place Of Departure: Cape Town  
Date Shipped: 0000-00-00

Shipped to: BR  
Flight No: AA06  
Shipped On:

Container / Waybill No. Seal Number

{ Add New }

ADD DETAILS

SAVE AND CONTINUE

ADD CONTAINER DETAILS

Container / Waybill No.

Seal Number

SAVE

CLOSE X

Tip: You can repeat the same waybill number for each seal number you enter, you can also type in both the container and waybill number separated by a forward slash, e.g. C123654/WB65465

20

You are returned to the **EDIT CONTAINER/WAYBILL DETAILS** screen, but an additional button **SUBMIT FOR VALIDATION** is now visible. Note in the example below that the same waybill and container number was entered next to two different seal numbers.

**EDIT CONTAINER / WAYBILL DETAILS**

Country of Export: South Africa  
 Place Of Depature: Cape Town  
 Date Shipped: 2010-01-30

Shipped to: Bremer, Germany  
 Flight No: SAA456  
 Shipped On: N/A

[ADD DETAILS](#)

Container / Waybill No.	Seal Number	Edit	Delete
CN 12345/WB 12345	888888	<a href="#">Edit</a>	<a href="#">Delete</a>
CN 12345/WB 12345	999999	<a href="#">Edit</a>	<a href="#">Delete</a>

[SAVE AND CONTINUE](#)

[SUBMIT FOR VALIDATION](#)

21

Select **SAVE AND CONTINUE** to validate and print your certificate at a later stage; select **SUBMIT FOR VALIDATION** to validate and print your certificate straight away. Your generated catch certificate will appear as a PDF document in a new window. You can now select to print and/or e-mail the document.

environment  
marine and coastal management

Edit Profile | Edit Vessels | Manage Sign Out

[NEW CERTIFICATE](#)

**THANK YOU**  
 Your certificate has been created.  
[Click here to download it](#)  
 or  
[Return Home](#)

### 3. RETURNING TO A PREVIOUSLY VALIDATED CERTIFICATE

Follow these steps to re-activate a previously validated certificate, that is, to display it, re-print it, update last minute changes to transport details etc.

1

On the main screen select the tab *View Certificates* then select the link *Validated Certificates*.

**Validated Certificates**

Logged in as:  
Jack Smith  
I&J fishing 3  
Exporter

Validated Certificates (55) | Pending Exporter (15) | Pending Catcher (14)

Document Number	Application Number	Date Created	Status
ZA-MCM-2010-318	318	2010-01-21 11:32	Verified
ZA-MCM-2010-316	316	2010-01-21 10:09	Verified
ZA-MCM-2010-315	315	2010-01-19 20:03	Verified

2

In the *Document Number* field click on the document you want to open. Please note, only validated certificates are issued a document number.

3

Select the *GENERATE PDF* button to display your certificate in *Adobe Reader*, alternatively you can update your transport details with last minute transport arrangements before you generate your certificate by clicking on the *TRANSPORT DETAILS [EDIT]* link.

**CERTIFICATE DETAILS**

This certificate is already validated!  
You may however update transport details.

**PRODUCTS**

Product Code	HS Tarrif Code	Haccp Code	Species	Verified net Weight (kg)
aa0661	03021649		Cape Hake	2500

Vessel Name	From Catch Date	To Catch Date
Boronia	2010-01-02	2010-01-29

**TRANSPORT DETAILS [EDIT]**

Country of Export: South Africa  
Place Of Departure: Cape Town  
Date Shipped: 2010-03-01

Shipped to: Bremer, Germany  
Shipped On: N/A  
Flight No: 5A456

Container / Waybill No.	Seal Number
A526565	65465465

**GENERATE PDF**

## CHECKLIST FOR YOUR APPLICATION

Your catch certificate is generated as a PDF document. Before printing the final version of your certificate, please check the following:

- **Document Number** - If you can not see a document number, the certificate has not yet been validated. Call up the certificate, check its completeness and select *Submit for Validation*
- **Vessel Call Signs** - This field was made optional to address some unique requirements in the industry, please ensure you enter this data if applicable to you.
- **Transport Details** - Your transport details are complete and up to date. Note that last minute transport arrangements will need to be updated within the system before printing or forwarding the final certificate
- **Vessel Licenses** – Registered vessel owners must ensure vessel license data is kept up to date in the system - refer section Maintain Vessel Licenses
- **EUROPEAN COMMUNITY RE-EXPORT CERTIFICATE** – Although not used by South Africa, The European Commission requires that this page will form part of your document, please include this page when forwarding your certificate to the importer (will be attached to the certificate by the system for you)

## VALIDATING AUTHORITY USER GUIDE

### PREREQUISITES FOR GOING LIVE

#### WHAT YOU NEED

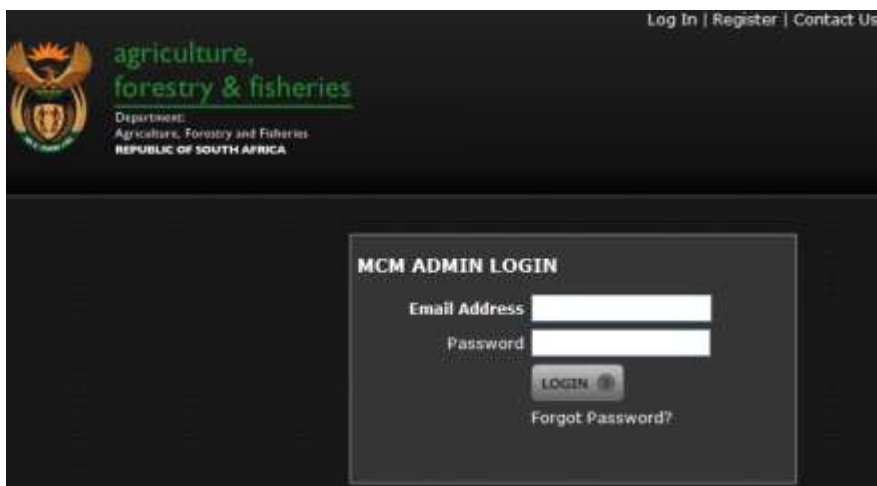
To use this service, you will need the following:

- A computer with an internet connection
- A valid user account; the user profile assigned to the user account will determine the set of transactions you are allowed to execute.
- The certificate is produced in PDF format and always opens in a new window. To be able to read and print the certificate, you need to have Adobe Acrobat Reader installed on your computer. For best results, we recommend Adobe Acrobat Reader version 6 or later. The program is free and can be downloaded from the Adobe website

### 1. LOGGING ONTO THE SYSTEM

Before you can add or edit content, you need to log in. If you haven't already done so, request that a user with administrator rights register you on the system (refer next section).

Point your browser to the link <http://www.catchcertificate.co.za/mcm/>. Then on the main page of the site look for a "MCM ADMIN LOGIN" form. Enter your e-mail address and password and hit "Log In". Note the e-mail address and password used to create your account will be mailed to you upon account creation.



The screenshot shows the MCM ADMIN LOGIN form on the Department of Agriculture, Forestry & Fisheries website. The form is titled "MCM ADMIN LOGIN" and contains two input fields: "Email Address" and "Password". Below the "Password" field is a "LOGIN" button and a link for "Forgot Password?". The website header includes the department's logo and name, and navigation links for "Log In", "Register", and "Contact Us".



## 2. SETTING UP USER ACCOUNTS

Prior to going live, one user with administrative rights will be identified and given access to the system. This user will then be able to create additional user accounts for all DAFF employees that need access to the system by following the steps below.

1

Once logged in, on the main page, select the link at the top of the page named *Manage Users*. The screen below will appear.

Name	Telephone	Email	Status	Action
MCM Admin	021 488 1380	denroyrobyn@gmail.com	Admin	Edit Delete
MCM Chris Bothma	082 650 9593	chrisbo@ij.co.za	Admin	Edit Delete
Michael Thorne	0214881380	michaelt@hellocomputer.net	Admin	Edit Delete

2

Action the link *Add A New User* above and to the right of the list of users. To change user details for an existing user, click the *Edit* link next to the user you want to change, or select *Delete* to remove the user from the database

3

Complete the fields below and then action the *SAVE AND CONTINUE* button. Please note mandatory fields are denoted by the asterisk (\*) character. Tick the checkbox *Administrator* if the user being created will be allowed to create additional user accounts.

**MCM: ADD A USER**

First Name\*:

Surname\*:

Email\*:

Telephone\*:

Fax:

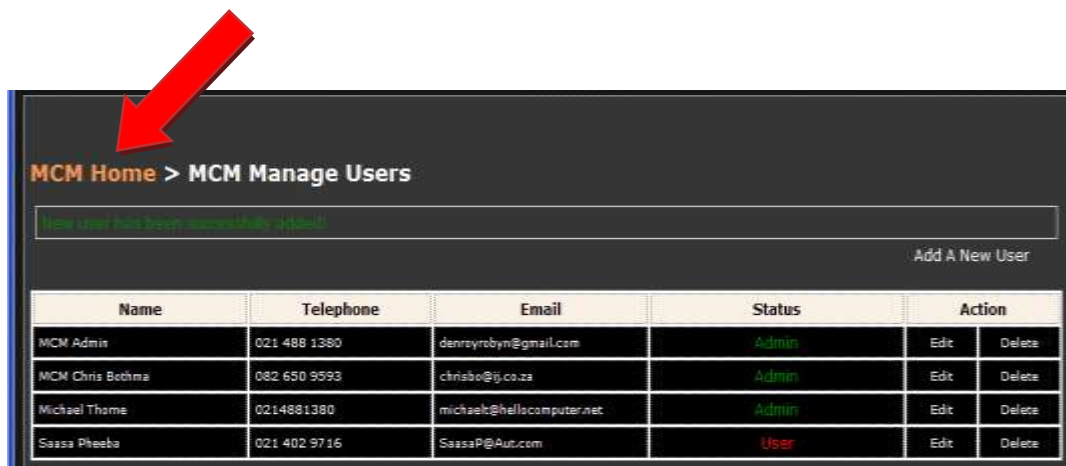
Administrator: ☐

**SAVE AND CONTINUE**



4

When you click on the **SAVE AND CONTINUE** button above you will be returned to the screen below. Select the **MCM Home** part of the link **MCM Home > MCM Manage Users** to return to the main menu.



### 3. RELEASING VESSELS

Fishing companies will not be able to select one of their vessels for inclusion on a catch certificate unless the vessel is in a RELEASED status. Vessels will revert to status NOT RELEASED under the following conditions:

- When a new vessel is added to the system
- When the fishing company (or legal representative) changes any of the vessel's details
- When a vessel license is edited or a new license for the vessel is added to the system

Note: A vessel can not be released unless at least one license is on file for that vessel

Follow the steps below to release a vessel:

1

Point your browser to the link <http://www.catchcertificate.co.za/mcm/>. Then on the main page of the site look for a "MCM ADMIN LOGIN" form. Enter your e-mail address and password and hit "Log In"

2

Once logged in, on the main page, select the link **Release Vessels**. The screen below will appear listing all vessels currently in a **NOT RELEASED** status, sorted by vessel name.

agriculture, forestry & fisheries  
Department: Agriculture, Forestry and Fisheries  
REPUBLIC OF SOUTH AFRICA

**MCM Home > Vessels Not Released** Total: 12

ID	Vessel Name	HomePort	Reason	Created	Action
60	African Queen Viking Fishing Company	CT		2011-01-13 05:08 PM 4 Days, 19 Hours, 42 Minutes ago	Edit
45	Andromeda Viking Fishing Company	Cape Town	Licence is new or has been modified	2011-01-11 06:44 PM 6 Days, 18 Hours, 6 Minutes ago	Edit
34	Cape Frio Kaytrad Commodities Pty Ltd	Port Elizabeth		2010-12-28 05:58 PM 2 Weeks, 6 Days, 18 Hours, 52 Minutes ago	Edit

2

To return to the previous screen (home page), click on the *MCM Home* part of the link *MCM Home > Vessels Not Released*

3

To release a vessel, find the vessel in the list of vessels not released, then action the *Edit* link next to that vessel

4

The dialog window below will appear showing the vessel name in the dialog title as well as the most recent license data for the vessel (up to a maximum of 15 records sorted by newest to oldest)

**VESSEL : ANDROMEDA**

☐ **Release**

Select this to make the vessel available for inclusion on catch certificates

☒ **Don't Release**

Selecting this option will make the vessel unavailable to this fishing company. A notification will be sent to the applicant notifying him of the reason you entered above.

Reason:

**Licence History**

Licence Number	Valid From	Valid To
12345	2011-01-10	2012-01-10
9999999	2009-12-14	2011-01-15

SAVE

CLOSE X

- 5 Select the radio button *Release* then click the *SAVE* button. This will close the dialog window and remove the vessel from the list of vessels not released
- 6 Should you choose not to release the vessel, you could return to the previous screen by clicking on the *CLOSE* button, however it is better to select the radio button *Don't Release*, enter a reason why you do not want to release the vessel and then click the *Save* button. This will ensure that the vessel owner is notified by the system as to the reason for not releasing the vessel

**Tip:** Once you release a vessel, you will notice it no longer appears on the list *Vessels Not Released*

#### 4. SUSPENDING A VESSEL

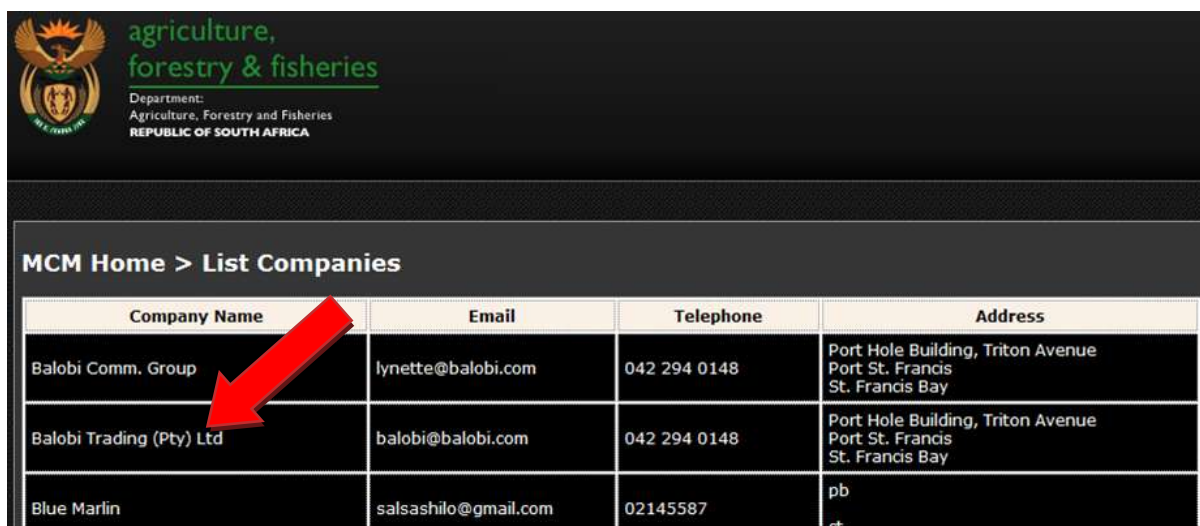
The Validating Authority (DAFF) can block a vessel for a limited time or on a permanent basis. Any catch periods entered for this vessel overlapping with a period of suspension will result in the certificate not being validated. Multiple "blocked" periods can be entered for a vessel. See example below: For the vessel *Titanic* only catches landed in the second half of the year will be allowed on the catch certificate, whereas the vessel *Bismarck* is suspended indefinitely:

Vessel	Blocked From	Blocked To
<b>Titanic</b>	1 Jan 2011	30 June 2011
<b>Titanic</b>	1 Jan 2010	30 June 2010
<b>Bismarck</b>	1 Jan 2011	30 Dec 2099

You can suspend a vessel following one of two available menu paths.

##### **If you know the name of the fishing company or legal representative:**

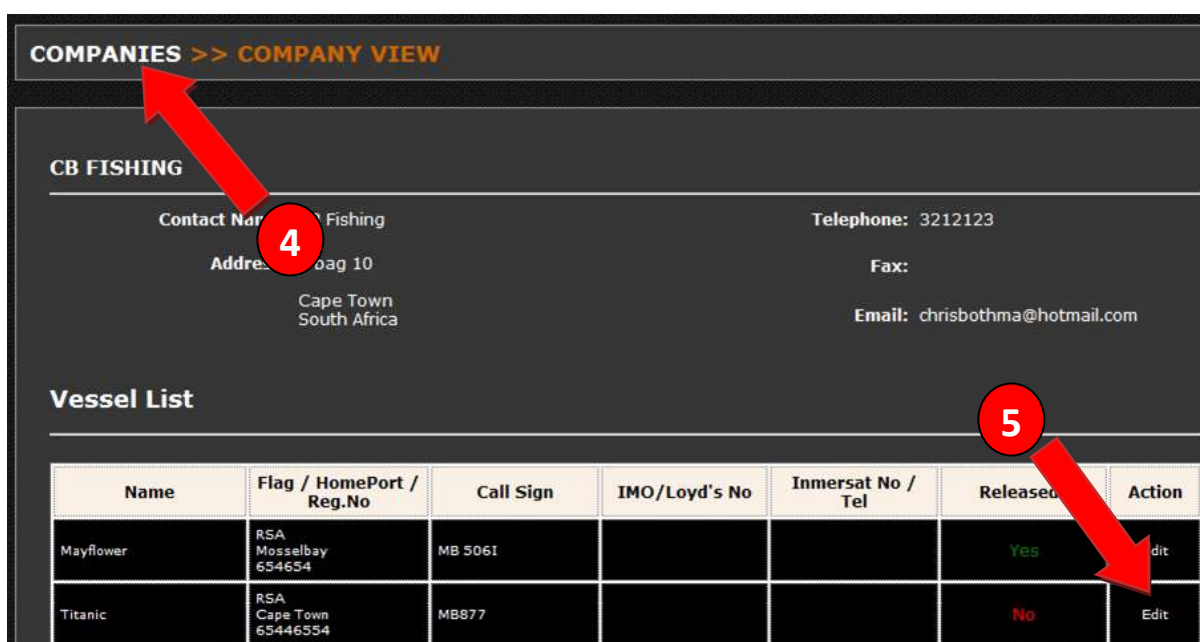
- 1 Point your browser to the link <http://www.catchcertificate.co.za/mcm/>. Then on the main page of the site look for a "MCM ADMIN LOGIN" form. Enter your e-mail address and password and hit "Log In"
- 2 Once logged in, on the main page, select the link *View List Of Companies*. The screen below will appear listing all registered companies sorted by company name:



Company Name	Email	Telephone	Address
Balobi Comm. Group	lynette@balobi.com	042 294 0148	Port Hole Building, Triton Avenue Port St. Francis St. Francis Bay
Balobi Trading (Pty) Ltd	balobi@balobi.com	042 294 0148	Port Hole Building, Triton Avenue Port St. Francis St. Francis Bay
Blue Marlin	salsashilo@gmail.com	02145587	pb ct

3

Navigate to the company you looking for, then click on the company name to display the screen below showing the company details and the list of vessels registered against that company



COMPANIES >> COMPANY VIEW						
<b>CB FISHING</b>						
Contact Name	Fishing	Telephone: 3212123				
Address	bag 10	Fax:				
	Cape Town South Africa	Email: chrisbothma@hotmail.com				
<b>Vessel List</b>						
Name	Flag / HomePort / Reg.No	Call Sign	IMO/Loyd's No	Inmarsat No / Tel	Released	Action
Mayflower	RSA Mosselbay 654654	MB 5061			Yes	Edit
Titanic	RSA Cape Town 65446554	MB877			No	Edit

4

To return to the previous screen, that is the list of companies, click the **COMPANIES** part of the **COMPANIES >> COMPANY VIEW** link

5

To suspend a vessel, or to remove a suspension period, select the **Edit** link next to the vessel to process. The screen below will load in your browser listing all the vessels for that vessel as well as any existing periods of suspension

**Vessel List >> Vessel Detail**

Name	Flag / HomePort / Reg.No	Call Sign	IMO/Loyd's No	Inmarsat No / Tel	Released	Action
Titanic	RSA Cape Town	MB877			No	Edit

**Licence History**

Licence Number	Valid From	Valid To
( No Licences )		

**Blocked Periods**

Blocked From	Blocked To	Reason	Action
2011-01-01	2011-06-30	Vessel under investigation	Delete

[Add A New Blocked Period](#)

[Back To Company](#)

**6** To return to the previous screen, that is the list of vessels for the company you are working with, click the *Vessel List* part of the *Vessel List >> Vessel Details* link

**7** To delete (cancel) an existing suspension period, click the *Delete* link next to the applicable period

**8** Click on the *Add a New Blocked Period* to enter a new period of suspension. The popup window below will appear:

**ADD A BLOCKED PERIOD TO: TITANIC**

Blocked From Date: 1 January 2011

Blocked To Date: 30 June 2011

Reason:

Vessel suspended in terms of MLRA section ....

[SAVE](#)

[CLOSE](#)

- 9 Enter the suspension period. Any fish landed by the vessel within this date range will not be validated by the system. Then enter the reason for the suspension (mandatory) and click the **SAVE** button to return to the previous screen

## If you know the name of the fishing vessel

- 1 Point your browser to the link <http://www.catchcertificate.co.za/mcm/>. Then on the main page of the site look for a "MCM ADMIN LOGIN" form. Enter your e-mail address and password and hit "Log In"
- 2 Once logged in, on the main page, select the link **View List Of Vessels**. The screen below will appear listing all registered vessels sorted by vessel name.

**MCM Home > List Vessels**

Vessel Search:

blue

blue

blue 1

blue 2

			Status	Created
70	Alfred Mobile Wayne Industries	Gotham City		2010-12-13 02:42 PM 1 Month, 6 Days, 14 Hours, 14 Minutes ago
28	Altaire Kaytrad Commodities Pty Ltd	Port St Francis		2011-01-14 04:52 PM 4 Days, 22 Hours, 4 Minutes ago
45	Andromeda Viking Fishing Company	Cape Town		2010-12-28 05:50 PM 3 Weeks, 21 Hours, 6 Minutes ago
17	Angeley Balobi Comm. Group	Port St. Francis		2011-01-11 06:44 PM 1 Week, 20 Hours, 13 Minutes ago
24	Angeley Balobi Comm. Group	Port St. Francis		2010-12-13 02:46 PM 1 Month, 6 Days, 14 Hours, 11 Minutes ago
24	Antares Prima Kaytrad Commodities Pty Ltd	Cape Town		2010-12-28 05:48 PM 3 Weeks, 21 Hours, 9 Minutes ago
69	BatMobile Wayne Industries	Cape Town		2011-01-14 04:51 PM 4 Days, 22 Hours, 5 Minutes ago

- 3 Once logged in, on the main page, select the link **View List Of Vessels**. The screen below will appear listing all registered vessels sorted by vessel name. You can select the vessel you looking for by using one of the two menu paths listed below:
  1. Navigate to the vessel you looking for and click on the company name below the vessel. The system will display the company details and all the vessels registered against the company. Click the **Edit** link next to the vessel you want to process

2. Start typing the name of the vessel in the *Vessel Search* field. This will show a drop down box showing all vessels matching the text you are typing, then select the required vessel in the drop down list.

The screen below will appear:

**Vessel List >> Vessel Detail**

Name	Flag / HomePort / Reg.No	Call Sign	IMO/Loyd's No	Inmarsat No / Tel	Released	Action
Titanic	RSA Cape Town 1	MB877			No	Edit

**Licence History**

Licence Number	Valid From	Valid To
( No Licences )		

**Blocked Periods**

Add A New Blocked Period

Blocked From	Blocked To	Reason	Action
2011-01-01	2011-06-30	Vessel under investigation	Delete

Back To Company

- 4 To delete (cancel) an existing suspension period, click the *Delete* link next to the applicable period
- 5 Click on the *Add a New Blocked Period* to enter a new period of suspension. The popup window below will appear:

**ADD A BLOCKED PERIOD TO: TITANIC**

Blocked From Date: 1 January 2011

Blocked To Date: 30 June 2011

Reason:

Vessel suspended in terms of MLRA section ....

SAVE

CLOSE X



9

Enter the suspension period. Any fish landed by the vessel within this date range will not be validated by the system. Then enter the reason for the suspension (mandatory) and click the **SAVE** button to return to the previous screen

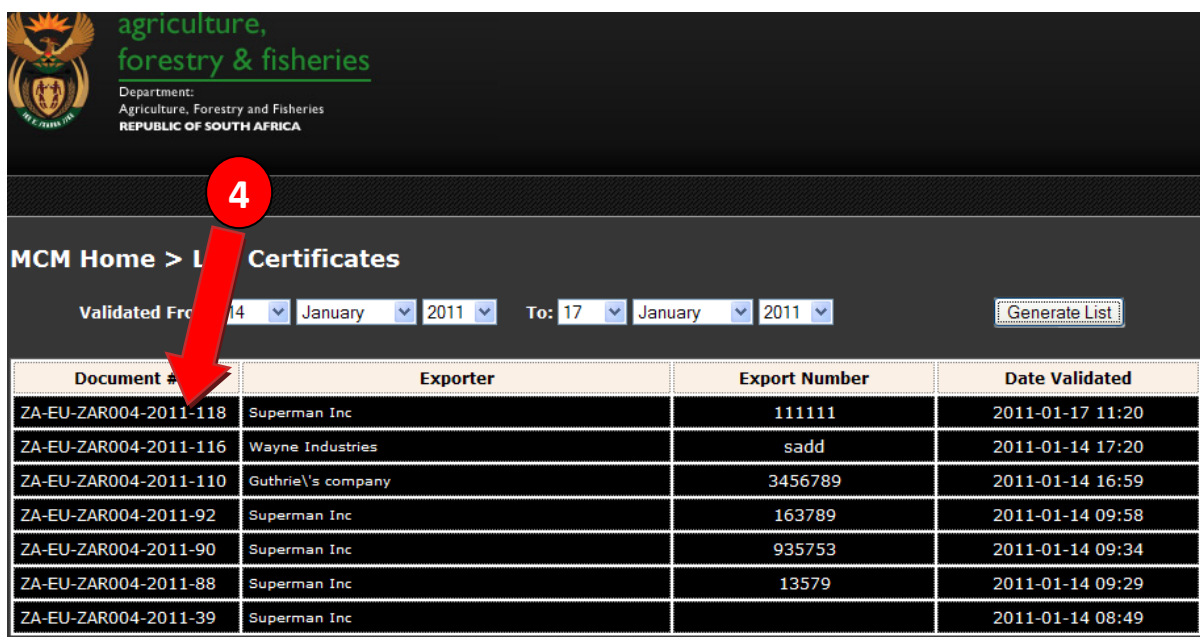
## 5. DISPLAYING A CERTIFICATE

1

Point your browser to the link <http://www.catchcertificate.co.za/mcm/>. Then on the main page of the site look for a "MCM ADMIN LOGIN" form. Enter your e-mail address and password and hit "Log In"

2

Once logged in, on the main page, select the link **View Certificates**. The screen below will appear listing certificates showing the most recent certificate first.



agriculture, forestry & fisheries  
Department: Agriculture, Forestry and Fisheries  
REPUBLIC OF SOUTH AFRICA

MCM Home > View Certificates

Validated From: 14 January 2011 To: 17 January 2011

Document #	Exporter	Export Number	Date Validated
ZA-EU-ZAR004-2011-118	Superman Inc	111111	2011-01-17 11:20
ZA-EU-ZAR004-2011-116	Wayne Industries	sadd	2011-01-14 17:20
ZA-EU-ZAR004-2011-110	Guthrie's company	3456789	2011-01-14 16:59
ZA-EU-ZAR004-2011-92	Superman Inc	163789	2011-01-14 09:58
ZA-EU-ZAR004-2011-90	Superman Inc	935753	2011-01-14 09:34
ZA-EU-ZAR004-2011-88	Superman Inc	13579	2011-01-14 09:29
ZA-EU-ZAR004-2011-39	Superman Inc		2011-01-14 08:49

3

Enter a FROM and TO dates in the date fields provided then select **Generate List**

**Tip:** You can use this list to view the Export Permit number entered by the exporter when the certificate was created

4

Click on the certificate number (Arrow# 4 above) to drill down to the certificate details. The page below will load in your browser window:



The screenshot shows a web browser window titled "Marine and Coastal Management - Windows Internet Explorer". The address bar shows "http://catchcertificate.co.za/". The page header includes the South African coat of arms and the text "agriculture, forestry & fisheries", "Department of Agriculture, Forestry and Fisheries", and "REPUBLIC OF SOUTH AFRICA". The main content area is titled "MCM HOME > CERTIFICATE DETAILS". It displays the "Company Name: Irvin & Johnson Ltd" and a "PRODUCTS" table. The table has columns for Product Code, HS Tariff Code, Harcop Code, Species, and Verified net Weight (kg). Below the table is a "TRANSPORT DETAILS" section with fields for Country of Export, Place Of Departure, Date Shipped, Shipped to, Shipped On, Flight No, Container / Waybill No., and Seal Number. A "GENERATE PDF" button is located at the bottom right of the form.

Product Code	HS Tariff Code	Harcop Code	Species	Verified net Weight (kg)
	120450		hake	999

Vessel Name	From Catch Date	To Catch Date
Soronia	2011-01-01	2011-01-10

**TRANSPORT DETAILS**

Country of Export: South Africa  
Place Of Departure: Cape Town  
Date Shipped: 2011-01-01

Shipped to:  
Shipped On:  
Flight No:

Container / Waybill No.      Seal Number

[GENERATE PDF](#)

5

To print a copy of the certificate, action the *Generate PDF* button. The certificate will be generated as a PDF file.

6

Select your browser's *BACK* button to return to the list of certificates. To return to the main menu (Home Page), click on the *MCM HOME* part of the link *MCM HOME > CERTIFICATE DETAILS*

## 6. REVIEWING VESSEL LICENSE HISTORY

To detect possible manipulation of vessel license data, the system provides a history of changes to vessel licenses. To allow scrutiny of changes, data is displayed sorted by vessel, then by license number showing the most recent change first.

1

Point your browser to the link <http://www.catchcertificate.co.za/mcm/>. Then on the main page of the site look for a "MCM ADMIN LOGIN" form. Enter your e-mail address and password and hit "Log In"

2

Once logged in, on the main page, select the link *License Change History*. The screen below will appear:

**MCM Home > Vessel License History**

Changed From: 1 January 2011 To: 31 January 2011 [Generate List](#)

Vessel Name	Licence #	Valid From	Valid To	Action	Time	User
Alfred Mobile Wayne Industries	108	2010-10-01	2011-12-31	Created	2011-01-14 16:53:03	Bruce Wayne
Altaire Kaytrad Commodities Pty Ltd	51	2011-01-01	2011-03-31	Created	2011-01-07 17:02:07	Andrew Kaye
Andromeda Viking Fishing Company	104	2009-12-14	2011-01-15	Created	2011-01-13 17:30:07	Tim Reddell
Andromeda Viking Fishing Company	85	2011-01-10	2012-01-10	Created	2011-01-12 14:38:23	Tim Reddell
Andromeda Viking Fishing Company	84			Created	2011-01-12 14:38:22	Tim Reddell

3

Enter the period of changes to review in the *CHANGED FROM* and *TO* fields, for example to show changes made to vessel licenses for the month of January enter the dates as in the screenshot above, then click the *GENERATE LIST* button

## APPENDIX 1 – HARMONISED SYSTEM TARIFF CODES

The Harmonized Commodity Description and Coding System (HS) is an internationally standardized system of names and numbers for classifying traded products developed and maintained by the World Customs Organization

The HS is a six-digit nomenclature. The first two digits represent the chapter. All fishery products for export will fall under either chapter three or sixteen. The first four digits are referred to as the heading. The first six digits are known as a subheading.

Countries that have adopted the Harmonized System are not permitted to alter the numerical codes at the four or six digit level. Individual countries may extend a Harmonized System number to eight or ten digits for customs or export purposes.

These codes are used as a basis for (amongst other):

- *Customs tariffs*
- *Collection of international trade statistics*
- *Trade negotiations (e.g., the World Trade Organization schedules of tariff concessions)*
- *Transport tariffs and statistics*
- *Monitoring of controlled goods (e.g. endangered species)*

### Example:

03	FISH, CRUSTACEANS, MOLLUSCS, OTHER AQUATIC INVERTEBRATES
03.02	FISH, FRESH OR CHILLED, EXCLUDING OTHER FISH FILLETS OR FISH MEAT OF SECTION 03.04
0302.06	OTHER FISH, EXCLUDING LIVERS & ROES
0302.64	MACKEREL

Although this example includes only six digits, some countries (South Africa included) have categories with 8 or even 10 digits in total. It is recommended that for the sake of consistency, all certificates reflect at least the first 6 to 8 digits, and not just the first 4 digits as used on the South African Health Certificate

See URL below for a quick reference list of codes:

<http://www.cargoinfo.co.za/customs/customstree.asp>

Other reference sources will be the Customs Tariff book, as well as your other trade documentation, e.g. the *Certificate of Origin* and *Health Certificate*.

## APPENDIX 2 – SCENARIOS ON USING THE SYSTEM

### Scenario A: Subsidiary Companies

Vessel representative in export department (or subsidiary company administrating exports for the group)



Register a single company within the system; tick both options Exporter and Catcher, take on all vessels belonging to the group. A registered user (normally within the export department or division) uses option 1 – Create New Certificate - From Own Vessels

Each subsidiary fishing company appoints their own vessel representatives



Exporter registers as Exporter, fishing company 1 & 2 register individually as catchers, take on their vessels and users. Use process 2 – Create New Certificate - From Procured Catches

(Exporter logs on and initiate application, forwards to fishing company, user in fishing company logs on etc)

### Scenario B: Joint Ventures

#### The same staff handles all exports (including sales from Joint Venture)



Create one company (Type both Exporter and Catcher), take on own vessels and joint venture vessel(s), use process 1 – From Own Catches

#### Staff at JV company (JV2) in better position to complete vessel details



Company (JV2) registers independently and takes on his vessels and representatives. When exporting fish from JV 1, use process 1, From Own catches (list JV vessels as own). When

exporting fish from JV 2, use process 2, From Procured Catches. If mixed consignment (from JV1 and JV2 vessels – create two certificates)



### APPENDIX 3 – EXAMPLES - CORRECT USE OF VESSEL REPRESENTATIVES

